

**From:** (b) (6) GS BUMED  
**To:** (b) (6) CTR OPNAV, DNS-36  
**Subject:** FW: Action Item Due October 4, 2013 - Quarterly FOIA Reporting (June 24 - Sept 30)  
**Date:** Tuesday, October 15, 2013 9:33:03  
**Attachments:** [BUMED FOIA Quarterly Report Form-4thQTR FY13.pdf](#)

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Hi....I sent this out on the 7th. v/r (b) (6)

(b) (6)  
FOIA/PA Paralegal Specialist  
Bureau of Medicine and Surgery  
Medical-Legal Affairs Office  
7700 Arlington Blvd Ste 5124  
Falls Church, VA 22042-5124

COMM (b) (6)

(b) (6) @med.navy.mil

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-----Original Message-----

**From:** (b) (6) GS BUMED  
**Sent:** Monday, October 07, 2013 2:50 PM  
**To:** DONFOIA-PA  
**Cc:** (b) (6) CDR BUMED  
**Subject:** RE: Action Item Due October 4, 2013 - Quarterly FOIA Reporting (June 24 - Sept 30)

Good afternoon. Attached is BUMED's data. v/r (b) (6)

Hours: approx: 5  
Cost: approx: \$200.00

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-----Original Message-----

**From:** (b) (6) CTR OPNAV, DNS-36 [[mailto:\(b\) \(6\)@navy.mil](mailto:(b) (6)@navy.mil)] On Behalf Of DONFOIA-PA  
**Sent:** Wednesday, September 04, 2013 11:50 AM  
**To:** (b) (6) CIV ONR, 01IG; (b) (6) CIV CPF N00J; (b) (6)

(b) (6)

Cc: (b) (6)

Subject: Action Item Due October 4, 2013 - Quarterly FOIA Reporting (June 24 - Sept 30)

DON FOIA Community:

Please be advised that DOJ continues to require Quarterly FOIA reporting. The consolidated submission from each Echelon I/II is due to DNS-36 no later than COB Friday, October 4, 2013.

1. The Echelon I/II's, will coordinate with their subcomponents (same premise as the FOIA Annual Reporting process), consolidated the component data and provide your consolidated component response in the attached format. You may use the attached format to collect your subcomponents data. If you would like the master loader format to assist you in consolidating your responses, please contact our office thru the DONFOIA-PA@navy.mil mailbox or the FOIA Service Center at 202-685-0412.

2. Include in your final response to the DONFOIA-PA mailbox, the hours and cost to generate your components consolidated report. Additionally, to account for the incomplete data submitted in the 3rd Quarter Report, include the week of June 24th in your 4th Quarter Report.

For those DON community members fully vested in the DON (NAVSEA) FOIA tracker and management tool, please find the attached SOP on how you can generate this data within the tool. This SOP provides you with visual step by step instructions.

Respectfully,  
Robin Patterson  
Head, DON FOIA/PA Program Office (DNS-36)  
CNO Office of The Director, Navy Staff  
Organization and Management Division  
FOIA/PA Service Center 202 685-0412 DONFOIA-PA@NAVY.MIL  
Direct line (b) (6) (b) (6) @navy.mil